



Expeditionary Contracting Command (ECC)

Acquisition Instruction (AI)

Effective: 20 March 2012

//signed//
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and

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See this AI in the ECC SharePoint at the Contracting Operations Directorate (COD)

CLICK: [COD Shared Documents](#)

(or otherwise from a CAC enabled computer use the following URL:

<https://ecc.aep.army.mil/ContractPolicy/Shared%20Documents/Forms/AllItems.aspx>

and click on 1. ECC Acquisition Instruction)

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PART 1 – FEDERAL ACQUISITION REGULATION SYSTEM
SUBPART 1.1 – PURPOSE, AUTHORITY, ISSUANCE

1.100 How to Use the Instruction.

a. General. To enable ease of use and address the variety of operational contracting and oversight requirements found within the ECC, the published format of the ECC Acquisition Instruction (AI) is aligned with the FAR Parts and Subparts structures. However, as the AI serves as a complementary document and not a repetitive reproduction of the FAR or its supplements, the FAR Parts and Subparts format contained within the Table of Contents are generalized to reflect the comprehensive nature of the topic areas.

b. Using the Instruction. The contracting professional should look to this ECC AI once their initial review of the FAR, its supplements, the ACC Deskbook, and deviations are complete. Next, the professional would look to see if the specific FAR system numbered instruction paragraph for the contracting and/or acquisition subject relating to the anticipated contract action is addressed. Upon finding the subject area, follow the instructional information. Should clarification be required, contact the ECC Contracting Operations Directorate (ECC COD).

1.101 Purpose of the Acquisition Instruction. The lack of operating guidance jeopardizes mission success. This instruction serves to standardize, improve, and assure quality business processes and policies application across the organization. Supported Army leaders' requiring activities need to understand contracting actions (non-contingency and declared contingency, or in/to CONUS or OCONUS) that thresholds, competition, advertising, provisions, clauses, rules, and laws will not be the same. In preparation for supporting declared contingencies, Joint leaders need to understand that ECC organizations are Direct Support (DS) [not under Operational Control (OPCON) or Tactical Control (TACON) to any organization] and are aligned to an Army Service Component Command (ASCC). An ASCC sets requirements priorities and our contracting operations' placements on the battlefield. Further, the Army Materiel Command (AMC) Commander provides mission command. The mission command is the exercise of authority and direction by the Commander using mission orders to enable disciplined initiative within the commander's intent – guide leaders in the execution of unified land operations [APD 3-0] of the contingency contracting mission (AR 10-87).

1.105 Issuance. This ECC procurement policy, maintained by the Contracting Operations Directorate (COD), will be supplemented by annexes as deemed necessary by the Commander. This instruction governs the issuance of basic procurement policy while subsequent annexes address specific procedures established by the HCA to implement law, regulation, and higher HQ guidance. Instructions related to mission command (C2) are not addressed in this document but through the ECC G3 Operations. Guidance and definitions for key policy related documents are as follows:

a. Acquisition Instruction Annexes. Any additional ECC HCA instructions separate from this base AI will be provided through annexes. The naming convention used for the ECC AI annexes will begin with the letters "AI-A". This is followed by the specific FAR Part that best aligns to the policy, followed by numeric characters in sequential order as in AI-A-01 for a policy that addresses an application (such as ratification) which would normally be addressed at FAR Part 1 (a warrant policy might be AI-A-01 and a COR policy might be AI-A-03). Another example, an ECC competition policy would be assigned as AI-A-06-01 for the first policy that supplements

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FAR Part 6. Policies that cross too many parts of the FAR to be practical to assign a single FAR reference will be assigned "00" in lieu of the specific FAR Part. Changes and updates peculiar to a specific ECC policy will use the same number as the original followed by a version number and date such that it is consistent with the following format: AI-A-06-01 v2 (12 OCT 22). All proposed changes to this existing AI or AI-A (annexes) require approval at the same level as the original prior to release. All ECC policies shall contain the policy number and subject title on the cover page and header for subsequent pages.

b. Information Papers. Information papers provide facts in a clear and concise format for release of information within the command. The format may be altered to meet specific needs, however, they should generally be limited to one page (exclusive of attachments). Since signed Information Papers are not necessary, they should not be used to convey mandatory procedures. The action officer for the Information Paper should be clearly identified with telephone number in the lower right corner. Policy related Information Papers will be maintained by the ECC, COD Policy Division. Information papers will follow a similar naming convention except that they will begin with the letters "IP" followed by the specific FAR Part that best aligns to the policy, then date, for a sequential numbering system e.g. IP-06-20XX.

c. Standing Operating Procedures (SOPs). SOPs may be used to convey supplemental information within the ECC. Principal Assistants Responsible for Contracting (PARCs), Regional Contracting Centers (RCCs), Regional Contracting Offices (RCOs), and/or other Chiefs of the Contracting Office (COCO) (at other to-be/future established "contracting offices") may also use SOPs to communicate or clarify local procedures.

d. After Action Review (AAR). The AAR process for Operational Contract Support (OCS) planning and contracting execution (as established by the G3) will be adhered-to and copy furnished of all AARs will be provided to the ECC COD Director at e-mail address: Redstone-HQECC-CONTRACTINGOPS@conus.army.mil contemporaneous with the G3.

e. ECC Commanding General (CG) Vocal Order (VOCO). The VOCO process is specifically reserved for use by the CG. CG VOCOs may be distributed by the ACC/ECC G3 once content is approved by the CG. The VOCO provides quick direction for immediate action to execute or change a situation. It is usually provided without full command staffing prior to issuance and may be as simple as an e-mail to leaders or in the form of an OPORD or a FRAGO to an OPORD.

f. Commander's Critical Information Reports (CCIRs). The CCIR process (as established by the G3) will be adhered-to and copy furnished of all CCIRs affecting contracting operations will be provided to the ECC COD Director at e-mail address: Redstone-HQECC-CONTRACTINGOPS@conus.army.mil contemporaneous with the G3.

g. Policy Alerts. These "COD Policy Alerts" will be developed with the same intent as the DASA(P) policy alerts to e.g. identify, clarify, and/or ensure particular compliance items are issued from the HCA HQ COD Policy Division. The naming convention will follow as: "COD Policy Alert #20XX-0XX (*Description*)".

h. Recurring Reports. For DASA(P) Quarterly, Semi-Annual, and Annual recurring reports see [ECC COD Policy SharePoint](#) .

i. Links. Key internet links for day-to-day contracting operations are as follows: [FAR](#), [DFARS](#), [AFARS](#), [USACE EFARS](#), [DCMA](#), [PPIRS](#), [FAPIIS](#), [SPOT-ES](#), [GFEBS](#), [CCR](#), [FedBizOpps](#), [EPLS](#), [FFAT](#), [eSRS](#), [FPDS-NG](#), [ORCA](#), [SPS Web](#) (CITRIX platform), [WDOL](#), [AcqBiz](#), [VirtualAcqOffice](#), and [ACC Desk Book](#) . Further as a “one-stop” shop for .gov contracting links use [Acquisition Central](#), and for drilling down to DoD AT&L procurement go to Defense Procurement and Acquisition Policy ([DPAP](#)) and ASA (ALT) procurement go to Deputy Assistant Secretary of the Army (Procurement) ([DASA\(P\)](#)).

1.108 AI Procurement Policy and CSB Base Thresholds Conventions.

a. Procurement policies.

(1) Will avoid replication; e.g., will generally not repeat, paraphrase, or otherwise restate the material contained in the FAR, DFARS, AFARS, and ACC Desk Book. Any such policies or procedures must not restrict or duplicate Army-level or higher policies or regulations unless advance approval is granted by the ECC HCA or designee.

(2) Will not be designed to stifle the development and application of innovative contracting methods and other acquisition reforms, but rather will facilitate compliance with law and acquisition regulations.

(3) Will be reviewed semi-annually after publication to ensure they are still required, current, and consistent with existing law, regulation, DoD, and DA policy.

b. Approval dollar thresholds (PARC through COCO). Approval thresholds, as defined by [FAR Subpart 1.108\(c\)](#), are found in subparagraphs (1) and (2) below for a PARC CSB, ECC RCC, and RCO. Subparagraph (3) identifies the current COCO approval thresholds for each office as subject to the NOTE below. See also thresholds at para 1.170, tables 4&5 and Attachments 5&6.

- | | |
|---|--|
| (1) PARC: | <\$250M (subject to limitations in the delegation) |
| (2) Chief of an RCC/RCO:
[Chief of the Contracting
Office (COCO)] | <\$25M (<10M for Services thresholds and by a strategy panel IAW AFARS 5137.590-4 and 5137.590-6(a)(4)) or at the level the PARC recommends appropriate based on the contracting experience of the workforce and complexity of the procurement. |

(3) Current ECC Headquarter’s PARC and COCO [Chief of the RCCs/RCOs] approved thresholds are as follows:

- (a) 408th CSB Contracting Offices: ≤\$500K
- (b) 409th CSB Contracting Offices: ≤\$1.5M
- (c) 410th CSB Contracting Offices: ≤\$300K
- (d) 411th CSB Contracting Offices: ≤\$5M

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- (e) 412th CSB - N/A
- (f) 413th CSB Contracting Offices: ≤\$3M
- (g) 414th CSB - TBD

NOTE: A Chief may submit a request through the cognizant PARC to the HCA for an approval of a change to their current COCO approval threshold for procurement actions. Each request shall include a detailed rationale justifying its basis and summarize a Chief's and staff's experience relative to the complexity of an increased threshold.

c. Documents approval. Documents submitted for review and approval or clearance by the HCA, as appropriate, will be coordinated with the cognizant PARC. The PARC shall determine the procedures for RCC and RCO reviews and coordinate through the ECC COD to the HCA for actions requiring approval at the HCA level.

(1) The anticipated contract action and all supporting documents identified at Attachment 5 shall be submitted (or posted to PCF or SharePoint depending on the fielding of PCF) simultaneously when requesting higher-level review and approval. Additional documents (e.g. IGCE, D&F, source selection supporting documents, and certificate of current cost or pricing data, etc.) may be required to support procurements with unique elements.

(2) Use the estimated lead times identified at Attachment 7 when establishing procurement milestones related to procurement actions.

d. Marking and classification of documents. This will comply with AR 25-50 (chapter 8) and/or AR 380-5. Additionally, contractor proposals and source selection information must be protected from unauthorized disclosure IAW FAR 15.207 and marked IAW FAR 3.104-4 as appropriate.

1.170 Peer Reviews. Peer reviews apply to all solicitations and contracts and are governed by [DFARS 201.170](#), [PGI 201.170](#), [AFARS 5101.170](#), and [ACC Desk Book](#) (201.170, Peer Reviews of Contracts for Supplies and Services). Pre-award peer reviews, covered in subparagraph a.-j., are applicable to all solicitations and contracts meeting the SRB and CRB thresholds. Post-award peer reviews, covered in subparagraph k., are applicable only to contracts for services. Peer review reporting requirements are covered in subparagraph l. See also the review/approval threshold formalized processes at Attachment 6.

a. SRB and Award Contract Review Board (CRB) Peer Review.

(1) Applicability. The pre-award peer review applies to new competitive and non-competitive solicitations and contracts with a total estimated value (including the value of the base contract and all option periods, and the cumulative estimated value of orders for indefinite-delivery contracts) greater than or equal to \$500K. Task orders, delivery orders, and modifications (including those to exercise options), are not subject to pre-award peer review. Pre-award peer review requirements apply regardless of the type of item, service, or construction being procured, contract type, or solicitation procedure used. When using multiple award procedures, only one CRB will be required for all resulting contracts.

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(2) Purpose. The purpose of the SRB and CRB peer review is to review and assess the pre-solicitation, solicitation, and contract award documents for consistency, sufficiency, compliance, and application of sound business practices. The objectives of the SRB and CRB peer reviews are to: 1) ensure contracting officers are implementing policy and regulations in a consistent and appropriate manner; 2) continue to improve the quality of the contracting processes; and 3) facilitate sharing of best practices and lessons learned. The SRB and CRB shall verify that the procurement represents an overall good value to the Government and appropriate obligation of taxpayer funds. Reviews shall be conducted in a manner that preserves the authority, judgment, and discretion of the contracting officer and the senior officials of the acquisition team. Procedures for all ECC SRBs and CRBs shall be consistent with the purpose, objectives, and manner of conduct stated herein.

(3) Though the peer review board’s findings and recommendations are advisory in nature, the disposition of each shall be documented in the contract file.

b. Phases of Review. An SRB reviews the documents and actions, in competitive procurements only, which culminate in a solicitation. A non-competitive solicitation may be issued without an SRB review. A CRB reviews the documents and actions at the POM/PNM stages between issuance of a solicitation and contract award in both competitive and non-competitive procurements. Table 1 identifies the phases of pre-award peer reviews, the focus of each phase, and the point at which they are conducted. ECC procurements less than \$1B which will be awarded without discussions and have a combined POM/PNM, are subject to only the first and third phase. SRB and CRB (POM/PNM) reviews shall be conducted concurrently as described at Attachment 6 to this policy.

Table 1. Phases of Pre-award Peer Reviews and the Focus of Each

Competitive Procurement (3 Phases)	Non-competitive Procurement (2 Phases)
<u>Review conducted prior to:</u>	<u>Review conducted prior to:</u>
1. Issuance of the solicitation. Focus is the solicitation.	<i>(intentionally blank)</i>
2. Request for final proposal revisions, if applicable. Focus is the POM and supporting documentation.	1. Negotiation. Focus is the POM and supporting documentation.
3. Contract award. Focus is the PNM and supporting documentation.	2. Contract award. Focus is the PNM and supporting documentation.

Note: If award without discussions on competitive action then a combined POM/PNM is practical.

c. Board Membership. SRB and CRB board membership should be comprised of an independent multi-functional team of experts which, at a minimum, shall include representatives from contracting, legal, small business (as applicable), and the requirements community (unless specifically waived by the board chair). Non-competitive actions shall also include the competition advocate. Functional experts such as source selection advisors, cost/price, property administration, quality assurance, and resource management may augment the review board as deemed appropriate by the board chair. Consider the use of PCF and virtual and/or VTC as practical for review board or to augment and expedite the process. The assigned COD analyst will serve as the action officer to schedule, coordinate, and facilitate those peer

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review boards conducted at the ECC HCA and DPAP level (when applicable). The cognizant COD analyst shall provide board members a copy of all documents relative to the review as identified in Table 1-1 at Attachment 5 at least three business days prior to the board convening. For continuity, review boards will be comprised of the same members for all stages of review when possible.

d. Assembly of Board. When a board convenes with as many members as practical present in one location or virtually, the location of the board and venue shall be determined by the chairperson. SRB and CRB members not in the geographical location of where the board will convene may participate in the reviews remotely. Alternatively, the SRB or CRB may be completed by board members conducting concurrent review of documents e.g., virtually as discussed in e. above.

e. Documents Submitted for Review. The applicable documents identified for ECC peer review of solicitations in Table 1-1 and the POM and PNM phases in Table 1-2 at Attachment 5 shall be submitted for ECC pre-award peer reviews. Further, local office and/or PARC level supported legal reviews will be performed and the results forwarded with to the ECC HQ when HCA approvals or reviews are required. The documents that shall be submitted for DPAP-led pre-award peer reviews are addressed in [PGI 201.170-4\(d\)](#).

(1) Solicitation.

(a) Although all procurement actions benefit from peer interaction throughout the acquisition process, the Solicitation Review Board (SRB) portion of the peer review process is formalized to the extent described at Attachment 6 relative to review/approval thresholds. Disposition of recommendations, if any from the peer review board, shall be documented in writing prior to submission of the solicitation for approval to release it.

(b) The approval authorities for ECC solicitations are provided in Attachment 6, Section 5. Solicitation approval authority is based on the estimated aggregate value of the procurement (base contract, all option periods, and cumulative estimated value of orders for indefinite-delivery contracts).

(c) A solicitation may not be released prior to receipt of written approval for procurements requiring an SRB. Additionally, once a solicitation is subject to approval above the PARC threshold, all subsequent amendments to the solicitation require ECC HQ approval except for those extending the due date for receipt of quotations, bids or proposals, or amendments that are administrative in nature.

(d) Of the documents submitted for peer review and approval of a solicitation (identified at Attachment 5 and 6), only those modified as a result of the peer review recommendations or comments need to be submitted for a subsequent approval to release. As recommendations and/or comments are made on an action, the correspondence between the contracting office and the ECC COD analyst shall clearly identify the documents that remain unchanged since submission for peer review. As applicable, a copy of the findings and recommendations from the solicitation peer review board and the contracting officer's disposition of each recommendation shall be submitted when requesting approval to release

the solicitation. Solicitation peer reviews are either conducted by ECC COD or led by DPAP. The latter is covered in subparagraph j. below.

(2) Pre-Negotiation Objective Memorandum (POM) and Price Negotiation Memorandum (PNM).

(a) POMs and PNMs are integral to the peer review process and follow the review and approval thresholds at Attachment 6, Section 6. When the peer review process results in comments and recommendations, these must be addressed and documented in writing prior to formal approval of the POM or PNM.

(b) In the rare instances when award without discussions is considered viable, a contract valued at less than \$1B may use a combined POM/PNM (unique to ECC) to document the contracting officer's determination of fair and reasonable price. A contract valued at or greater than \$1B shall have a separate POM and PNM since the documents will support reviews conducted by authorities external to ECC.

(c) A POM shall be approved prior to commencement of discussions.

(d) A PNM shall be approved prior to award.

(e) Of the documents submitted for POM and PNM peer review and approval (identified at Attachment 5), only those modified as a result of the peer review recommendations or comments need to be submitted for a subsequent approval of the POM and PNM. A director's memorandum requesting the review for approval shall identify the documents that remain unchanged since original submission for peer review. A copy of the findings, if any, and recommendations from the preceding peer review board and the contracting officer's disposition of each recommendation shall be submitted when requesting approval of the POM or PNM.

(f) The approval authority for ECC POMs and PNMs is provided in Attachment 6, Section 6. POM and PNM approval authority is based on the aggregate value of the procurement (base, all option periods, and/or the cumulative estimated value of orders under indefinite-delivery contracts).

f. Elements of Review.

(1) Elements in support of the objectives identified in subparagraph a.(1) above shall be reviewed by each review board. The review elements, addressed in [PGI 201.170-4](#), may be supplemented with criteria tailored to specific requirements.

(2) To achieve a greater level of consistency and standardization of practices across the ACC contracting enterprise, generic SRB and CRB peer review toolkits may be found in the [ACC Desk Book](#). These toolkits serve as the foundation for the reviews within the ACC. The SRB and CRB toolkits are located at Part 1, Annex C and D, respectively. Additional specialty requirements toolkits (such as for construction) may be developed as necessary.

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g. Disposition and Posting of Review Results. Upon disposition of recommendations from an ECC SRB or CRB, for acquisitions estimated to be valued at greater-than or equal-to \$250M; the Contracting Officer through the PARC, shall provide a copy of the findings, if any, recommendations, the ultimate disposition of each recommendation, and associated lessons learned, to the ECC COD at e-mail: Redstone-HQECC-CONTRACTINGOPS@conus.army.mil for compiling and subsequent sharing of best practices and lessons learned across the ECC. Additionally, the Contracting Officer must clearly document the formal disposition of all SRB and CRB recommendations in the contract file. Peer review activity within each Contracting Office (RCO and RCC) will be monitored by its PARC.

h. Thresholds and Associated Board Chairs. The pre-award peer review thresholds and associated board chairs (Approving Authority) are provided at Attachment 6. Pre-award SRB (solicitation) thresholds are addressed in Section 5 and pre-award CRBs (POMs and PNMs) thresholds are addressed in Section 6. For pre-award peer review boards, the board chair is determined by the total estimated value of the procurement (base contract, all option periods, and the cumulative estimated value of orders for indefinite-delivery contracts). Higher level pre-award peer review board chairs are provided for reference; details are provided in the following subparagraph I., DPAP-led Pre-award Peer Reviews.

i. Waiver of Peer Review. A waiver of peer review or more abbreviated peer review at the HCA level and below may only be granted by the respective review board chairperson. Waiver requests shall be in writing, provide detailed rationale justifying the circumstances for the waiver (such as unusual and compelling urgency) and be included as part of the official contract file. Waivers will not be granted on the sole basis of failure to permit sufficient time for reviews.

j. DPAP-led Pre-award Peer Reviews.

(1) To initiate a DPAP-led pre-award peer review, the respective procurement will be included in the quarterly report ([DFARS 201.170\(a\)\(2\)](#)) to ACC or DASA (P) to the DPAP as addressed in subparagraph I.(2) below for actions greater than \$1B in which it is identified as a forecasted review approximately one year before the first DPAP-led review. No less than six months in advance of the projected review, the contracting officer shall submit an Office of the Secretary of Defense (OSD) Peer Review Request form which is available with submission instructions at the link: [DPAP Peer Review website](#). The OSD Peer Review Request form shall be submitted to the ECC COD at e-mail address: Redstone-HQECC-CONTRACTINGOPS@conus.army.mil. A COD analyst will coordinate with the ACC COD at e-mail address: MSC-ACQCTR@conus.army.mil, and DASA(P) at e-mail address: officeofthedasap@conus.army.mil and ensure proper ECC submission of required documentation.

(2) A DPAP-led SRB or CRB shall be preceded by successful completion of an ECC HCA-chaired SRB or CRB, as applicable; after which the ECC COD analyst will coordinate with the designated DASA(P) representative of the action for review to facilitate the DPAP-led board. A copy of the notification shall be submitted to the COD analyst, who will, in turn, coordinate (and provide notification) to the ACC COD, and DASA(P) using the e-mail addresses provided in the preceding paragraph. The notification shall include a determination by the COD analyst that the acquisition has been reviewed in accordance with established ECC procedures, to include an SRB

and/or a CRB chaired by the HCA, and that the acquisition and contract documents are proper for higher level review.

(3) Subsequent coordination will take place between the DPAP representative and the ECC COD analyst and/or POC identified on the quarterly report. At least five business days prior to commencement of each review at the DPAP level, the contracting officer shall provide the documents identified in Part 1, Annex A of the [ACC Desk Book](#), to the DPAP-led SRB or CRB via the OSD Peer Review Portal. Instructions for accessing the portal are posted on the [DPAP Peer Review site](#).

(4) A DPAP-led peer review team is typically comprised of four SES members from multiple services. Availability of members varies throughout the year which may impact the turn-around time of DPAP reviews. Generally, each DPAP-led SRB and CRB will be conducted on site at the contracting office executing the procurement. The length of the SRB and CRB will depend upon the size and complexity of the procurement being reviewed. Within 72 hours of completion of the review, the team's report of findings and recommendations will be communicated to the contracting officer, the source selection authority (if applicable), and the HCA. Upon disposition of the findings and recommendations, the contracting officer shall provide a synopsis of the findings and the ultimate resolution of each recommendation to the DPAP POC, the ACC Executive Director, and the designated HQ ACC COD representative using e-mail address: MSC-ACQCTR@conus.army.mil for subsequent sharing of best practices and insights across ACC.

(5) Standing operating procedures, lessons learned, frequently asked questions, and other valuable information applicable to DPAP-led peer reviews are available on the [DPAP Peer Review site](#).

k. Post-award Peer Review. [Section 808 of the National Defense Authorization Act for Fiscal Year 2008, Public Law 110-181](#), established requirements for periodic post-award independent management reviews of contracts for services, and for sharing lessons learned from those reviews.

(1) Applicability. Post-award peer reviews apply only to service contracts with an aggregate value (base contract, all option periods, and estimated task orders under indefinite-delivery contracts) greater-than or equal-to \$500K and those determined to be of special interest by DPAP, ASA(ALT), DASA(P), ACC, or ECC. Individual task orders are not subject to post-award peer review; however task order guides and compliance thereto should be reviewed (as applicable) for IDIQ contracts with an estimated value exceeding \$50M where task order issuance will be decentralized.

(2) Purpose. Post-award peer reviews will focus on the adequacy of competition; an assessment of actual contract performance against the metrics that were established in the approved acquisition strategy, the adequacy of Government surveillance of contractor performance; and identification of lessons-learned and successful practices for immediate application to ongoing acquisitions.

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(3) When to Conduct Post-award Peer Review. Relative to the length of the base period and the number of option periods in a contract, Table 2 identifies the point at which a post-award peer review shall be conducted.

Table 2. Phases of Post-award Peer Reviews

INITIAL REVIEW	
<u>Length of Base Period</u>	<u>Point at which to conduct review</u>
Greater than one year	At the midpoint of the base period
One year or less	Prior to the exercise of the first option period
REVIEW(S) SUBSEQUENT TO INITIAL REVIEW	
Shall be conducted prior to exercising every option period subsequent to initial review	

(4) Extending a contract IAW the continuance of performance provided by FAR Clause 52.217-8, Option to Extend Services, will not require a post-award peer review in advance of executing the extension. However it will require FAR 6.302-1 justification if the up-to six-month extension period price was not evaluated in the initial award. On September 14, 2009, the U.S. Government Accountability Office (GAO) sustained protest B-401472 on a sole-source extension [52.217-8 extension]. See [B-401472.2 Decision of Army's Reconsideration request](#)). Contracting Officers are reminded when evaluating proposals for contract award, as part of the price evaluation, the Government will evaluate the Option to Extend Services under FAR Clause 52.217-8 by adding one-half of the offeror's final option period price to the offeror's total price.

(5) Board Membership. Teams for post award reviews shall be comprised of independent management representatives from contracting and the requirements community as well as legal counsel. Functional experts such as property administration, quality assurance, etc., may augment the review board as deemed appropriate by the board chair. For continuity, review teams will be comprised of the same members for all reviews when possible.

(6) Documents Submitted for Review: The documents identified as applicable to post-award peer reviews in Table 1-2 at Attachment 5 shall be submitted for ECC reviews. The documents that shall be submitted for DPAP-led post-award peer reviews are addressed in [PGI 201.170-4\(d\)](#).

(7) Elements to be addressed in Post-award Peer Reviews: The elements to be addressed in post-award peer reviews vary by the aggregate estimated value of the procurement as shown in Table 3.

Table 3. Elements of Post-award Reviews

<u>Dollar Threshold</u>	<u>Elements of Review</u>
≥ \$500K < \$50M (RCC/O)	FAR 17.207(c) (determinations required to exercise options) Minimum elements identified below
> \$50M < \$1B	AFARS 5137.590-9(a) (annual execution review) Minimum elements identified below
≥ \$1B	Minimum elements identified below Others as determined by DPAP

The minimum elements to be addressed during post-award review are found at [AFARS 5101.170\(b\)\(2\)\(a\)\(ii\)](#) and (iii).

(8) Post-award review results shall be documented in writing and retained in the contract file. Instances in which established metrics are not met shall be documented in the contract file with a written get-well plan submitted to the board chair no later than 21 calendar days after adjournment of the board. The get-well plan shall be approved by the board chair and placed in the contract file. The status of previously failed metrics, if any, shall be annotated in subsequent reviews. If the review is conducted prior to exercising an option, the peer review recommendations and the contracting officer's disposition of each shall be documented in the contract file and a copy provided to the board chair and the cognizant procurement analyst before executing the modification. A copy shall also be provided to the ECC COD for compiling and sharing of best practices and lessons learned across the ECC.

(9) Thresholds and Associated Board Chairs. The post-award peer review thresholds and associated board chairs are provided at Attachment 6, Section 7. The board chair is determined by the total estimated value of the procurement (base contract, all options periods, and the cumulative estimated value of orders for indefinite-delivery contracts). Higher level post-award review board chairs are provided for reference.

I. Peer Review Reporting Requirements.

(1) RCC and RCO Annual Self-assessment. RCCs and RCOs will include the following in their annual Management Internal Controls Program (MICP) self-assessment for acquisitions within their thresholds: procedures and thresholds to properly implement the SRB, POM and PNM/CRB peer review process; the quantity of SRB, POM and PNM/CRB peer reviews conducted; a summary of SRB, POM, PNM/CRB and post-award review comments; individual board waivers; and lessons learned or systemic issues/trends identified in the peer review process. This information will be forwarded to the ECC COD no later than the 10th of the month following the end of each reporting fiscal year.

(2) PARC, HCA, and/or DPAP-led Peer Review Report.

(a) The ECC PARCs will provide an annual summary of all PARC level peer reviews and board waivers to the ECC COD at e-mail: Redstone-HQECC-CONTRACTINGOPS@conus.army.mil. The COD will provide the combined PARC reports and HCA level peer reviews and board waivers to the ECC COD Director, no later than the 10th of each month following the end of each reporting fiscal year. The report shall include the number of SRB and CRB reviews conducted at the PARC and HCA levels (as applicable); the number of waivers granted at each level; and lessons learned, best practices, or systemic issues identified during the reporting period.

(b) The ECC COD at e-mail: Redstone-HQECCCONTRACTINGOPS@conus.army.mil will receive, by the 10th of the month following a fiscal quarter and consolidate input relative to ECC DPAP-led SRBs and CRBs to provide to the ACC COD. This report shall include procurements forecasted for DPAP-led review in the next 12 months and those that are nearing review or between phases of review by a DPAP-led review board.

(3) ECC COD Posting of Lessons-Learned/Best Practices/Systemic Issues. ECC COD will post lessons learned, best practices, and systemic issues to the SharePoint link: [ECC COD FS](#)

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[Shared](#) Documents. COD will then be responsible for process development and training to address systemic issues.

m. Other Actions Requiring Review and Approval.

(1) In addition to those identified in the previous paragraphs, procurement related documents may require approval at the PARC or higher level. Those common to ECC that require review and approval above the contracting officer are identified in the Tables 4 and 5 below. Additional approvals may be required for unique acquisitions. The standard lead times for each authority listed below shall be used as a planning factor when such approval is required. The guidance for non-contingency or non Part 18 contracting office operations procurement acquisition lead time is at Attachment 7. As part of the efficiency and effective Better Buying initiatives, the COD is attempting to streamline “standard lead times” below and at Attachment 7, by encouraging concurrent boards, use of PCF insight reviews, and close interaction at all levels.

<u>Authority</u>	<u>Calendar Days</u>
PARC	15
HCA	25
Executive Director, ACC	30
DASA(P)	45
SPE (ASA(ALT))	45
DPAP	45

(2) The tables below are provided for quick reference. Contracting officers should refer to the associated reference for conclusive research.

Table 4. References and Approval Authorities for ECC D&F Documents

Determination & Finding For:		Reference(s)	Applicability	Authority
1	Advisory & Assistance Services	FAR 37.204(a) AFARS 5137.204	All	PARC
2	Award of Task/Delivery Order Contract Exceeding \$103M (including all options), With Established Firm Fixed Specific Task/Unit Price, to a Single Source	FAR 16.504(c)(1)(ii)(D)(1)(i-iii) DASA(P) PARC Policy Alert 12-6, 9 DEC 2011 ; and ACC Desk Book 1.305(a)(5)	>\$103M	ASA(ALT) [SPE]
		DFARS PGI 216.504(c)(1)(ii)(D)(1)	Public interest	ASA(ALT) [SPE]
3	Base and options exceed 3 years with use of: Time & Materials (T&M) contract or T&M CLINs or Labor Hour (LH) contract or LH CLINs	FAR 16.601(d) (ii) FAR 16.602	All, including Task/Delivery Orders	HCA*
4	Consolidation of Contract Requirements	DFARS 207.170-3(a)(3) AFARS 5107.170-3(b) ACC Desk Book 201.170(d)(5)	\$5.5M ≤ \$100M	PARC
			>\$100M ≤ \$500M	HCA*
			>\$500M	ASA(ALT) [SPE]/ DASA(P)
5	Consolidation of Contract Requirements not set-aside for Preference Programs	AFARS 5119.202-1	All	HCA*

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Determination & Finding For:		Reference(s)	Applicability	Authority
6	Limitation on Contracts with Terms of 18 months or more, for Equipment Lease or Purchase	DFARS 207.470 (b)	18 months or more	HCA*
7	Mistakes in Bid, Before and After Award	FAR 14.407-3 (c) AFARS 5114.407-3 (c)	When FAR 14.407-3(c) Applies	RCO/RCC Director
		FAR 14.407-3 (a), (b), and (d) AFARS 5114.407-3 (e)(A)	All	PARC
		FAR 14.407-4 (c) AFARS 5114.407-4 (d)(A)		
8	Personal Services (other than for health care)	AFARS 5137.104-90-2 (b)(2)	Expert Services Supporting Stage, Motion Picture, or TV Productions	ACC
		AFARS 5137.104-90-2 (d)(2)	Stenographic Reporting	ACC
		AFARS 5137.104-90-1 (a)	Others	ASA(ALT) [SPE]
9	Task/Delivery Order Contract Ordering Period Exceeding 10 Years (see note following table)	DFARS 217.204 (e)(i)(C)	All, except those listed in the note following this table.*	HCA*
10	Task/Delivery Order Period of Performance More than One Year beyond the end of the 10 Year Ordering Period (see note following this table)	DFARS 217.204 (e)(iv)	All, except those listed in the note following this table.*	ASA(ALT) [SPE]
11	Use of award-fee or incentive contracts or award-fee or incentive CLINs.	FAR 16.401 (d)	All	HCA*
*Unless delegated				

Note: (Reference D&F 9 and 10 above) Per [FAR 217.204](#)(e)(iii) exceptions include: contracts awarded under other statutory authority, advisory and assistance service task order contracts, definite-quantity contracts, GSA schedule contracts, and multi-agency contracts awarded by agencies other than the National Aeronautics and Space Administration, DoD, or the Coast Guard. Legal counsel review is required at \$500K, or less as otherwise found necessary.

Table 5. References and Approval Authorities for ECC Procurement Related Documents Other Than Determination & Findings

Document		Reference(s)	Applicability	Authority
1	Ratification of Unauthorized Commitment (see format at Encl 10, AI-A-53-01_TEMPLATES)	AFARS 5101.602-3	<10K	RCO/RCC
			≤100K	PARC
			>100K	HCA
2	Approval to Release Long Range Acquisition Estimates	FAR 5.404-1 AFARS 5105.404-1 (a)	All	
3	Award Fee Determining Official Appointment	AFARS 5116.405-2 (b)(2)(C)	All	PARC
4	Competition in Contracting Override for Automatic Stay	FAR 33.104 (c)(2)	GAO Protests	HCA*

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Document		Reference(s)	Applicability	Authority
5	Cost Benefit Analysis for Bundled Requirements other than those conducted under OMB Circular A-76	FAR 7.107(b) ACC Desk Book 7.107, para d	10% of ≤\$86M or 5% or \$8.6M of >\$86M	HCA*
		FAR 7.107(c) ACC Desk Book 7.107, para d	Above Thresholds Not Met	ASA(ALT) [SPE]
6	Deviations – Class	DFARS 201.402(1) DFARS 201.404(b)(1)	All. Numerous Specifics – Check Referenced Cites.	ASA(ALT) [SPE] or DPAP, as applicable
7	Deviations – Individual	DFARS 201.402(1) DFARS 201.403 AFARS 5101.403	All. Numerous Specifics – Check Referenced Cites.	PARC or higher, as applicable
8	Exceptions to FAR 3.601, Contracts with Government Employees or Organizations Owned By or Controlled By Them	FAR 3.602	All	HCA*
9	Use of Letter Contract or Other Undefined Contract Action	DFARS 217.7404-1	All, except UCAs identified in DFARS 217.7402	HCA*
10	Reasonable Profit or Fee (applied to UCAs)	DFARS 217.7404-6	All	HCA*
11	Justification and Approval	FAR 6.304(a)(1)	≤\$650K	Contracting Officer
		FAR 6.304(a)(2)	>\$650K <\$12.5M	SCA
		FAR 6.304(a)(3)	>\$12.5M <\$85.5M	HCA*
		FAR 6.304(a)(4)	>\$85.5M	ASA(ALT) [SPE]
12	Organizational Conflict of Interest (OCI) (excluding acquisitions subject to unique agency OCI statutes, see FAR 9.502(d))	FAR 9.506(b)	Avoid, Neutralize, Mitigate OCI	RCO/RCC Director
		FAR 9.503 AFARS 5109.503	OCI Waiver	HCA*
13	Non-Performance Based Service Acquisition	AFARS 5137.170-2(a)(1)(B)	≤\$11.5M	PARC
		AFARS 5137.170-2(a)(1)(A)(1)	>\$11.5M ≤ \$85.5M	HCA*
		DFARS 237-170-2(a)	>\$85.5M	ASA(ALT) [SPE]
14	Service Contract Approval (Where ECC is the requiring activity)	ACC Command Policy Letter 09-12, 14 Apr 09	\$1M	GO/SES
15	Requests for Review and Approval Threshold Increase w/in ECC	This AI, para 1.108b. (other than peer review)	Internal to ECC	HCA*
		This AI, para 1.108h. (pre-award peer review)		
16	Peer Review Board Waiver	AFARS 5101.170(b)(1)(e)	≥ \$50M <\$250M	PARC
			≥ \$250M <\$1B	HCA*
17	Justification of Contract Type and Incentive Strategies Approval	DASA(P) Policy Alert #12-12 (Army SPE Memo, 8 Jan 2012)	> 100M	HCA*

* Unless otherwise authorized and specifically delegated below the HCA

SUBPART 1.3 – AGENCY ACQUISITION REGULATIONS

1.304 Agency Control and Compliance Procedures for Nonstandard (Local) Clauses. All PARCs and their contracting officers shall follow the DASA(P) memorandum, SARD-PP, dated 31 July 2009, titled Army's Updated Plan for Control of Nonstandard Clauses found at the [ECC COD FSD SharePoint](#). The aforementioned control plan provides procedures and clarifications of FAR 1.301 and 52.1; DFARS 201.1 and 4; AFARS 5152.1; and the procedures in AFARS 5101.304.

SUBPART 1.6 – CAREER DEVELOPMENT, CONTRACTING AUTHORITY, AND RESPONSIBILITIES

1.601 General Acquisition Authority and Delegations.

a. Authority. The ECC and its sub-units were established effective 30 January 2008. HCA delegations and responsibilities are at Attachment 1.

(1) The HCA has overall oversight and responsibility in achieving the mission, goals, and objectives of the ECC. Further, the ECC HQ COD is responsible for issuing informational and implementation instructions to all contracting activities within the command. Supplemental policy is only promulgated when their benefits clearly exceed the costs of their development, implementation, administration, and enforcement.

(2) The PARCs have oversight of and responsibility for RCCs and RCOs, and other subordinate COCOs' operations as applicable, in achieving the mission, goals, and objectives subordinate to the HCA. This oversight includes many aspects of the acquisition process, from pre-award planning to contract award, surveillance, and close-out. PARCs will designate in writing, currently established contracting offices, as RCCs and RCOs and their Directors' authorities. Any newly established RCCs and RCOs, or other Army COCO type operations, will be established by the authority of the ECC CG and those authorities as HCA. Any Defense Cooperative Agreements, Status of Forces Agreements, or other agreements affecting contracting operations will be provided to the ECC COD for archiving. PARC responsibilities, and those non-delegable, are included in Attachment 2.

(3) RCCs and RCOs have COCO authority as provided by the FAR and its supplements unless otherwise directed by the PARC or HCA. (see Attachment 3)

(4) Level Above the contracting officer authorities are provided by the FAR and its supplements unless otherwise directed by the PARC or HCA. (see Attachment 4)

b. Delegations. Specific delegations of authority, by type of contract action and dollar threshold shall be calculated based upon the definition at FAR 1.108.

c. Individual Deviations. Consistent with the AFARS 5101.403, only PARCs may approve individual deviations to the FAR, DFARS, and AFARS. However, all proposed deviations shall be reviewed by PARC/CSB Command Counsel prior to implementation. The authority for individual deviations does not extend to areas addressed at DFARS 201.402(1); provisions which limit approval authority to a level above the HCA or to any provisions based upon statute or Executive Order unless properly waived.

1.602-2 Responsibilities for Quality Assurance (QA) and Contracting Officer Representative (COR) Management Planning. ECC quality program establishes procedures, processes, and practices to improve the overall effectiveness of ECC contract administration, focusing on proactive acquisition planning and post-award management and oversight. The ACC COD, in coordination with ECC COD, provides policy to assure development of performance based contracts with well-written requirements, measurable performance objectives, and Quality Assurance Surveillance Plans (QASPs) that provide for better post award oversight of contractors. Policy tenets for QA personnel development as well as COR Management will be the foundation for successful evaluation and improvement of contractor performance. Specific details of QA functions and responsibilities will be provided in the ECC QA policy to be published at a later date. COR functions and responsibilities based on ACC Pam 70-1 and recent DoD policy will be provided in the “to-be” published ECC COR policy. Otherwise, culminating QA operations incorporating COR management, based on the recent ACC QA information paper on contracting and quality policy and can be found in the [ECC COD FSD SharePoint](#), will be published. See COR nomination, designation, and termination memoranda templates for use in compliance with FAR 1.602 and its supplements. DoD and Army memos and ACC Pam 70-1 are found at ANNEX – AI-A-53-01_TEMPLATES.

1.603 Selection, Appointment, and Termination of Appointment for Contracting Officers.

a. Warrant Authority and Thresholds. PARCs shall not redelegate their delegable warrant appointment authority under AFARS 5101.603-1 without authority of the HCA. Warranted contracting officers in ECC, unless appointed without dollar threshold and no position specific limitations, are limited to, making adjustments on contracts with total value or estimated value to or below their warrant threshold. To further clarify with an example: a contracting officer with a limited warrant of e.g., \$6.5M, shall not perform any contracting actions, meaning modifications or definitizations (contracting actions), on an awarded contract greater than \$6.5M. Notwithstanding, orders against an Indefinite Delivery/Indefinite Quantity (ID/IQ) contract are limited to the warrant threshold regardless of the contract value. Federal Supply Schedule (FSS) ID/IQ contracts may be awarded up to the warrant threshold when complying with the FAR, its supplements, and the particular FFS’s or ordering procedure(s).

b. Warranting Operations [Selection, Appointment, and Termination of Appointment for Contracting Officers]. The selection, appointment, and termination of appointment of contracting officers shall be in accordance with FAR 1.603, DFARS 201.303, AFARS 5101.603 and ACC Deskbook. PARCs will ensure they are selecting and appointing contracting officers IAW DFARS 201.603-2 and -3 and AFARS 5101.603-2. The contracting officer appointments will be maintained by a log and a copy maintained. The log will contain the in-writing appointment date, the in-writing termination date and reason for termination, and the date which the original SF1402 was returned to the PARC. See ECC/DoD Warranting Program policy at the [ECC COD Policy SharePoint](#).

1.690 Procurement Management Reviews and Assistance.

a. Contract Management Review (CMR). CSBs will provide an annual CMR schedule to the ECC COD at e-mail address: Redstone-HQECC-CONTRACTINGOPS@conus.army.mil NLT 30 October each year. The CSBs will also provide ECC COD with changes to their published CMR

schedules. CSBs shall ensure they use the DASA(P) tool-kits when conducting CMRs on their subordinate contracting offices. CMRs will be programmed every other year or every year if deemed necessary by higher authority. CSBs will utilize the DASA(P) tool-kit when conducting CMRs of centers and offices and the tool-kit and/or others may be found at the [ECC COD FSD SharePoint](#).

b. Procurement Management Review (PMR). ECC COD shall perform CSB PMRs at-least once every two years using the DASA(P) tool-kits and reserves the right to review down to the subordinate contracting office [e.g. RCO]. ECC COD will publish the FY PMR schedule NLT 15 November each year. All ECC and CSB management reviews shall be conducted in the following sequence:

(1) PMR or CMR team reviews entity.

(2) The final management review report is provided to the entity reviewed within two weeks after the review.

(3) Corrective Action Plan (CAP) is provided to the review team within 30 days after the receipt of the final management review report.

(4) CSBs shall provide their CAP recovery results of a PMR and the CAP recovery results of each CMR performed to the ECC COD at e-mail address: Redstone-HQECC-CONTRACTINGOPS@conus.army.mil.

c. Staff Assistance Visit (SAV). A SAV will be provided as required to each CSB prior to any higher level reviews or as requested (or upon request).

PART 4 – CONTRACT EXECUTION

SUBPART 4.6 – CONTRACT REPORTING

4.602 General - Field Description Contract Action Report (CAR) Comments and Activity Address and Order/Call Codes.

a. Identifying Missions and Exercises in CPARs. How to identify (declared contingencies and non-declared contingencies) missions and exercises supported by ECC on a FPDS-NG CAR.

(1) Identifying Missions and Exercises in CAR Description.

(a) Tracking Actions and Dollars. The ECC has a need to track the number of contracting actions and dollars being obligated for the various missions and exercises supported by the ECC Contracting Support Brigades (CSBs) worldwide.

(b) The G3 list of Missions and Exercises. The ECC HQ G3 developed a spreadsheet that lists and identifies the missions and exercises supported by the ECC CSBs by name, dates, and locations. See [ECC COD Management Assessment SharePoint](#). Contracting personnel will ensure every contract action issued in support of these missions and/or exercises is properly identified in the Contract Action Report (CAR) submitted to FPDS-NG.

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(2) Editing the CAR data field “Description of Requirement” to Identify the Mission and/or Exercise Being Supported.

(a) The “Description of Requirement” data field on a CAR is a PD² Pre-fill editable field that holds up to 4,000 characters. This field is used to identify the items or services being procured. This means when a CAR is created off a contract action in PD², the “Description of Requirement” field on the CAR is pre-populated using a description sent from PD² but it can be edited to ensure the description is accurate and complete.

(b) To identify contract actions awarded in support of a mission or exercise, contracting personnel are to edit the “Description of Requirement” field by inserting the name of the mission or exercise at the beginning of the PD² description: *“G3 followed by a slash /(no spaces); BLACK SEA ROTATION then the full name of the mission or exercise as listed on the G3 FY12 Mission Tracker (all CAPS), followed by a slash/ followed by the description sent from PD² or manually entered by the creator of the CAR. Examples of the required format are as follows:*

--- Example 1: G3/COBRA GOLD 12/20’ x 200’ Shade Tents with Frames

--- Example 2: G3/OND SUPPORT/Purchase Motor pool LAM tent

--- Example 3: G3/EASTERN ACCORD EXE/HVACS covers

(c) Data pulls. The COD. Management Assessment Division will pull the data filtering for contract actions that begin with “G3/” in the description of requirement data field. The data will be pulled from FPDS-NG quarterly and presented to the ECC leadership.

b. Establishing a Contracting Office’s DoDAAC into a Procurement Instrument Identification Number (PIIN) Structure. This is required when standing-up a new office in order to award contract actions and will be addressed in follow-on AI updates or [ECC COD MAD Shared](#).

c. Establishing Order and Call Two-Character Codes at Contracting Offices.

(1) Two-Character Codes. The DPAP, Program Development and Implementation Office is responsible for maintaining all order/call code assignments. These two-character codes are used in the first two positions of an order number to identify the activity placing an order/call against another activity’s contract or agreement. [DPAP Program Development and Implementation Office posts a list of assigned two-character order/call codes.](#) Contracting activities shall follow the procedures at [PGI 204.7005](#) for requests for assignment of/or changes in two-character order/call codes.

(2) Requests for Two-Character Order Codes. The following three parameters must be followed: 1) Every contracting office shall have a unique two-character order code to identify orders/calls they place against another activity’s contract or agreement; 2) Requests for new two-character codes assignments or changes or deletions shall be sent to DPAP, Program Development and Implementation Office at e-mail address: osdcallordercoderequests@osd.mil; and 3) Requests shall include in the subject line of the e-mail what action is required – assignment of a new call/order code, changes, or deletion of a call/order code.

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---Example 1: E-mail subject line when asking for a new two-character code: Request New Two-Character Codes for DoDAAC W9XXXX (CSBs/PARCs shall identify which DoDAAC they are requesting a code for).

---Example 2: E-mail subject line when requesting deletion of a two character code: Request Deletion of Two-Character Code xx for DoDAAC W9XXXX (CSBs/PARCs shall identify which DoDAAC the call/order code belonged to).

(3) ECC DoDAAC with Assigned Two-Character Call/Order Codes. The ECC COD posts a list of ECC contracting office DoODAACs with assigned two-character call/order codes on the ECC COD SharePoint, in the Management Assessment Division folder.

SUBPART 4.8 – GOVERNMENT CONTRACT FILES

4.801 General – Manual Contract Files. On the occasion computing and/or internet connectivity to SPS Web and the Virtual Contracting Enterprise (VCE) do not exist, ensure the contracting officer has/acquires a PIIN in which to make an award. Further, maintain manual contract files marked for Official Use Only and as soon as more automated processes and internet is available, those with FPDS-NG accounts must establish CARs, perform inputs to VCE, CPARS input, and inputs to other “on-line” systems as if they would have originally if automated contracting and reporting was available. Any archiving or storage of official files in electronic form must be IAW DoD 5015.2-STD.

4.802 Contract Files - Documentation/Government Paperwork Elimination Act. Official contract files shall be documented as specified in FAR 4.8, DFARS 204.8, and as further supplemented. Electronic media shall be used whenever appropriate or possible for transmission of correspondence. The VCE Paperless Contracting File (PCF) system [Army PCF](#) shall be used to document the procurement process for all requirements received in accordance with the ACC Command Policy Memorandum (CPM) 11-4 dated 12 SEP 2011, found at [ECC COD FSD SharePoint](#). Implementing guidance is as follows:

a. PCF Establishment and Files. Once PCF use is established by a PARC, no new contract actions will be filed in paper format, to include FAR 3.104 procurement sensitive information. The PCF system is the official repository of contracting files per ACC CPM 11-4, and specifically its paragraph 4.f. The continued use of paper files for new contract actions after PCF establishment is restricted to individual documents that have been determined in writing to be impractical to incorporate into a PCF by a PARC or RCC, RCO, or other Director (COCO). Documents that must be retained in paper shall be filed centrally in the applicable contracting office. These documents include, but are not limited to, payment and performance bonds, notarized documents with raised official seals as part of a formal legal action, and similar documents. Contract actions being maintained in hard copy files shall comply with FAR 4.804 and 4.805 and any additional supplementation.

b. PCF Cabinets. All solicitations, contracts, modifications, and delivery/task orders shall be created as separate cabinets in PCF by making a copy of the applicable standard file templates found in PCF.

c. PCF Naming Conventions. Cabinets will be named using the PIIN numbers assigned in PD2 or as assigned from a PIIN log if manual operations. New requirements that have not been assigned a solicitation/contract number will be identified using the standard PIIN format (i.e., Q for FAR Part 13 actions, R for FAR Part 15 actions) and a sequential extension of 001A through 999A such that the PIIN is DoDAAC-FY-Q-001A through DoDAAC-FY-Q-999A or DoDAAC-FY-R-001A through DoDAAC-FY-R-999A. In this application, the DoDAAC is the standard alphanumeric occupying the first six positions in the PIIN that identifies the department and office issuing the procurement instrument. The Fiscal Year (FY) is the last two digits of the FY in which the procurement instrument is issued or awarded. The narrative naming convention used in conjunction with the PIIN shall be limited to a clear description of the document and a short reference to the requirement (as an example, formal Source Selection Plan (SSP) for maintenance services might be: "Formal SSP Maintenance Services." The ECC Contracting Offices' DoDAAC list is found on the [ECC COD Management Assessment SharePoint](#).

d. PCF Review Process. Draft and final versions of documents in PCF will be clearly annotated. PCF has a routing and review process built into the software system that will be used to the maximum extent practical. However, since some notes that are inserted into the text boxes during PCF reviews can be lost upon final approval, a separate document shall be used to capture review comments and applicable corrections at each stage of the procurement process requiring review and/or approval. This document shall be converted to a PDF file, uploaded into PCF, and stored within the applicable drafts and final folders.

4.803 Contents of Contract Files - Independent Government Estimate (IGE) or Independent Government Cost Estimate (IGCE).

a. Required Above the SAT. The IGCE is achieved through "should-cost" like analysis based on market research. This is especially important in Services procurements as an effective catalyst in better buying initiatives. Therefore, as directed by the ACC Director on August 2011, all purchase requests will contain an IGCE (even though the FAR and its supplements do not specifically require an IGCE be prepared for other than specific construction orders, that are expected to exceed the Simplified Acquisition Threshold (SAT)) for procurements estimated to exceed the SAT. The FAR requires contracting officers to ensure the final contract prices and/or costs are fair and reasonable and documented prior to the award of any contract action. This price is the total estimated cost of the procurement developed by the Government requirements team. It is based on the current vetted requirements and is developed without the influence or efforts of potential contractors IAW the DAU Acquisition Community Connection Contract Pricing Reference Guide's Volume 1, Chapter 1: IGCE, as required by FAR 15.404(b)(2)(v).

b. Independent Development. This is vital because this estimate normally provides your "first indication" of a reasonable contract price and it is also a basis that one should consider for price analysis in the purchase of commercial items. The estimate development process may be automated or manual, but the best estimates reflect the requiring activity's market research IAW FAR 10.002. Further, these estimates are records contained in contract files IAW FAR

4.803(a)(7). The IGCE is a procurement sensitive document and should be marked and handled accordingly. Access to the IGCE is on a need-to-know basis.

c. Price or Cost Estimate. The IGCE may be a price or cost estimate depending on the procurement. The Price Estimate is generally used for supplies and services that are routinely available on the open market at competitive prices for fixed-price arrangements. The price estimate may not need to be delineated into the various cost elements, and depends more upon bottom line prices paid or available in the market place. This is an in-depth estimate based on use of numerous pricing factors. The Cost Estimate is a more detailed estimate than the Price Estimate and it requires a breakdown of cost elements anticipated in performance of the contract. This estimate is used in services, construction, and non-commercial supplies estimated to exceed the SAT. Costs include both direct and indirect costs, as well as General and Administrative (G&A) expenses, and profit or fee.

d. Accuracy and Completeness. Contracting professionals must (when receiving the initial purchase request at or exceeding the SAT) determine whether the IGCE appears reasonably accurate and complete, AFARS BB-201Step 1(e). Ensure an IGCE is included in the Solicitation Review Board (SRB) package for review and review the structure of the costs / prices used in developing the IGCE. For SAT awards when one response is received, a detailed IGCE may be used to make a determination of price fair and reasonableness, see FAR 13.106-3(a)(2)(vi). For construction, a detailed IGCE is required for task orders \$100K or more on a Job Order Contract (JOC); lump-sum IGCEs are not acceptable IAW AFARS 5117.9004-3. See the [ACC IGCE Internal Controls Desk Book JUL 2011](#).

4.804 Closeout of Contract Files [Contract Action Close-out]. PARCs shall have policy in-place to address contracting professionals' focus on contract action close-out IAW the regulatory intent of the FAR and any supplements. In particular, Simplified Acquisition Procedures (SAP) contracting actions shall be considered closed upon receipt of item(s) and final payment; Firm-Fixed-Price (FFP) contract actions, besides SAP, should be closed-out within six months after being physically completed IAW FAR 4.804-1(a)(2); and cost type contracts should be closed-out within 36 months IAW FAR 4.804-1(a)(3). See FAR 4.804-1(b) and DFARS 204.804 for close-out procedures.

PART 5 – PUBLICIZING CONTRACT ACTIONS

SUBPART 5.3 – SYNOPSIS OF CONTRACT AWARDS

5.301 Synopsis Exceptions. The exceptions to synopsis of proposed contract actions are found at FAR 5.202 and the exceptions to synopsis of awarded contract actions are found at FAR 5.301(b).

5.303 Contract Actions Congressional (Public) Announcement. DoD contractual actions at the current DFARS threshold of \$6.5M or greater shall be reported IAW FAR 5.303, and supplemental procedures in DFARS 205.303, and AFARS 5105.303. The specific submittal instructions shall be followed as provided by DASA(P) most recent congressional announcement procedures found on the [ECC COD FSD SharePoint](#).

SUBPART 5.4 – RELEASE OF INFORMATION

5.403 Requests from Members of Congress. ACC Office of Congressional Affairs (OCA) task Commanders or PARCs with a Congressional response. Upon return of the response from a PARC, as it pertains to a contracting issue, the OCA will include the COD Director and Command SJA in the HCA staffing. Once HCA staffing is complete, OCA will conduct any final coordination and provide to the HCA for final review and signature. ACC OCA team can be found on the ACC/ECC SharePoint. [See ACC OCA](#) .

PART 7 – ACQUISITION PLANNING

SUBPART 7.1 – ACQUISITION PLANS

7.104 General Procedures. Acquisition planning is governed by FAR Subpart 7.1, Acquisition Plans, its corresponding regulatory supplements, and AR 70-13, 3-3, k.

a. Preparation. Acquisition planning shall occur on all acquisitions IAW FAR 7.102. IAW AFARS 5107.103(d)(i), written acquisition plans shall be prepared for up to a five-year period, subject to potential limitations associated with the Better Buying Power [Defense ACQ Portal - BBP Gateway](#) initiative for knowledge based services; requires considering three years to enhance competition. Contents of the written acquisition plan are identified at [FAR 7.105](#). [DFARS 207.103\(d\)\(i\)](#) requires written plans for acquisitions of production or services when the total cost of all contracts for the acquisition program is estimated at \$50M or more for all years or \$25M or more for any fiscal year.

b. Acquisition Planning for Orders Placed under [FAR 8.404](#), Use of Federal Supply Schedules, and [16.505](#), Ordering. An order under a FSS schedule does not require a formal acquisition plan, however, an informal plan is required to address risks associated with the order (fair opportunity, Better Buying Power initiatives, etc.). The informal plan/strategy can be abbreviated. It will be accompanied by the D&F addressing the Proper Use of Non-DoD contracts as applicable. An order issued against other IDIQ contracts requires its own acquisition plan / strategy unless the original acquisition plan of the basic contract already specifically addressed the follow-on order(s). Refer to the ordering guide in a single- or multiple-award contract for guidance on the extent of the basic contract's acquisition plan or coordinate with the contracting officer. The results of the coordination shall be recorded in the order's file with supporting documentation and the contracting officer shall proceed accordingly.

c. Job Order Contract (JOC). JOCs of the dollar amounts specified at Attachment 6, Section 1, require a written acquisition plan. Refer to the [JOC Guide](#) published by JOC Steering Group and provided by Army Installation Management for specific guidance on acquisition planning.

d. Approval. An acquisition plan must be approved, in writing, by the approval authority identified at Attachment 6, Section 1, prior to issuance of the solicitation. Review and approval of an acquisition plan is based on the estimated aggregate value of the procurement (base, all option periods, and cumulative estimated value of orders under indefinite-delivery contracts, and the effects of FAR Clause 52.217-8 Option to Extend Services value (up-to six months).

e. Plan Updating. Acquisition plans shall be updated by the proper approval authority when there is a change in the acquisition strategy that impacts source selection, proposed contract methodology (type of contract etc.), or milestones.

PART 8 – REQUIRED SOURCES OF SUPPLIES AND SERVICES

8.002 Priorities for Use of Government Supply Sources and NATO Acquisition and Contracting Information.

a. Mandatory Sources and Centrally Managed Items. It is mandatory for contracting officers to follow the sourcing priorities IAW FAR 8.002 and DFARS 208.002.

b. Contract files. Files shall be documented (who, what, when, where, and why [5Ws]) to address the chosen Part 8 priority for a particular procurement. Further, refer to ANNEX - AI-A-08-01_CENTRALLY MANAGED SUPPLIES/SERVICES and NATO ACQ/CON which includes links and points of contact.

SUBPART 8.4 – FEDERAL SUPPLY SCHEDULES

8.404 Use of Federal Supply Schedules

a. FSS Request for Quote (RFQ).

(1) This paragraph is applicable to FSS orders for services that require a Performance Work Statement (PWS) and of which schedule holders must be given a fair notice of intent of the purchase. These RFQs are governed by [FAR 8.405-2](#), Ordering Procedures for Services Requiring a Statement of Work (SOW).

(2) A RFQ shall not be released concurrently with submission of the documents for PARC review. Contracting officers shall consider this requirement when establishing the closing date. An amendment extending the closing date shall be issued as necessary until receipt of PARC approval.

(3) Approval authority and thresholds for applicable FSS RFQs are provided at Attachment 6, Section 3. Review and approval of a RFQ is based on the estimated aggregate value of the order, including the base and all option periods. The documents shall be prepared for each individual order, as required, by [DFARS 207.103](#) and [AFARS 5137.590-4](#).

b. Evaluation of FSS Quotes.

(1) This paragraph is applicable to the decision documentation that is required to support the selection of an awardee to the FSS RFQ.

(2) Evaluation of FSS quotes for orders requiring a SOW is governed by [FAR 8.405-2\(d\)](#) and (e) and corresponding regulatory guidance. When using FSSs, consider more than one small business within the schedules prior to making an award decision.

(3) An evaluation of FSS quotes and a TODD are each, in a single document, to a FSS order or Task order, respectively, what a Pre-negotiation Objective Memorandum (POM), Price Negotiation Memorandum (PNM), and Source Selection Decision Document are to a stand-alone contract. Though the decision authority for selection of the awardee resides with the contracting officer, it is independent of the business clearance authority of the PARC who reviews the contracting officer's rationale used to select the awardee. The PARC, by granting a business clearance, authorizes the contracting officer to release the order.

SUBPART 8.70 – COORDINATED ACQUISITIONS

8.7003 Applicability - Non-Centrally / Singly and Program Managed Items.

a. Integrated Materiel Managed Items. As subparagraph 8.002 a. above reminds for sourcing and for any items managed centrally / singly by e.g., DLA with a government part number or NSN, they shall be ordered through the military supply system stocks IAW FAR Part 8 priorities. Documentation is required for not purchasing through Integrated Materiel Management (IMM) if applicable. See, [DFARS 208.7003-1](#), [208.7003-2](#), and IMM waiver process [PGI 208.7003-1\(b\)](#). Weapons, or full systems, ground, air, or sea, that are non-centrally / singly managed (meaning found to-be managed by a program office) will be redirected back by the CSB or CCBn to the customer's G8 (Finance) and G3/5 (Operations/Plans) to coordinate with their G2/G4 (Intel/Logistics) for their engagement with the weapons systems PM or PEO. For Non-standard ammunition procurement refer to the Army ALT 2008 Memo in the [ECC COD FSD SharePoint](#).

b. NATO Support. Any logistics or acquisition support to NATO, or of those alliances, will be referred to the supported Command G4/8 and J4/8 and legal. See also ANNEX - AI-A-08-01_CENTRALLY MANAGED SUPPLIES/SERVICES and NATO ACQ/CON.

PART 16 – TYPES OF CONTRACTS

SUBPART 16.5 – INDEFINITE-DELIVERY CONTRACTS

16.504 Indefinite-Quantity contracts - Single Award ID/IQ Contracts >\$103M Reporting.

These single award contracts shall be reported IAW [FAR 16.504\(c\)\(1\)\(ii\)\(D\)](#), [DFARS 216.504\(c\)\(1\)\(ii\)\(D\)](#), and the DASA(P) [PARC Policy Alert 12-6](#). Upon a PARC's staffing of the Determination and Finding (D&F) through the COD, and review by the HCA, the COD Policy Division shall staff the D&F through DASA(P) for signature by the Senior Procurement Executive, ASA(ALT) and assist in the preparation of the notifications to the congressional defense committees for signature by the ASA(ALT).

16.505 Ordering

a. Request for Task Order Proposal (RTOP).

(1) This is applicable to RTOP under Multiple Award Task Order Contracts (MATOC) when awardees shall be provided a fair opportunity to be considered IAW paragraph (b) of [FAR 16.505](#), Ordering.

ECC Acquisition Instruction (20 March 2012)

(2) An RTOP is the request sent to eligible MATOC awardees which identifies critical elements of the requirement (such as PWS, unique terms and conditions within the original scope of the contract, fair opportunity evaluation criteria) to solicit proposals before awarding an order for services. [AFARS 5116.505-90\(a\)](#) states that documentation and use of procedures beyond those required by [FAR 16.5](#) adds little or no value to the selection/placement of task orders under MATOCs. Accordingly, award of a task order shall be IAW the terms and conditions of its MATOC and consistent with its ordering guide. IAW [AFARS 5116.505-90\(b\)](#), task order award decisions must be documented in sufficient detail to justify the award decision. This does not require a separate source selection plan or an evaluation plan. It does require the award decision to be recorded in a clear and logical format in the task order decision document and reviews (covered in subparagraph b. and paragraph 1.170).

(3) Some MATOC contracts have an approved acquisition plan and strategy that covers individual task orders. Contracting officers shall refer to the MATOC ordering guide. The guide may state that an acquisition plan and strategy at the individual task order level was addressed in the basic contract and, therefore, is not needed at the task order level or that an informal plan and strategy is required, or it may provide a sample of each. When a MATOC's ordering guide is silent with regard to a plan and strategy the documents shall be prepared for each individual order as required by [DFARS 207.103](#) and [AFARS 5137.590-4](#).

(4) An RTOP shall not be released concurrently with submission of the documents for PARC review. Contracting officers shall consider this requirement when establishing the closing date. An amendment extending the closing date shall be issued as necessary until receipt of PARC approval.

(5) Approval authority and thresholds for ECC RTOPs are provided at Attachment 6, Section 3. Review and approval of a RTOP is based on the estimated aggregate value of the order, including the base and all option periods.

b. Task Order Decision Document (TODD).

(1) This is applicable to the decision documentation that is required to support the selection of an awardee to the RTOP.

(2) TODDs are governed by [FAR 16.505\(b\)\(5\)](#), Decision Documentation For Orders, and its corresponding regulatory supplements. Price related guidance can be found at [FAR Subpart 15.4](#), Contract Pricing, and its corresponding regulatory supplements.

(3) A TODD and an evaluation of FSS quotes are each, in a single document, to a task order or FSS order, respectively, what a Pre-negotiation Objective Memorandum (POM), Price Negotiation Memorandum (PNM), and Source Selection Decision Document are to a stand-alone contract. Though the decision authority for selection of the awardee resides with the contracting officer, it is independent of the business clearance authority of the PARC who reviews the contracting officer's rationale used to select the awardee. The PARC, by granting a business clearance, authorizes the contracting officer to release the order.

(4) Business clearance authority and thresholds for ECC TODDs are provided at Attachment 6, Section 4. Reviews and business clearance approvals of TODDs are based on the

estimated aggregate value (the cumulative total of the base and all option periods) of each individual order.

(5) TODDs issuance of orders without discussions shall receive business clearance approval prior to award. When discussions are conducted, the TODD shall be submitted at two intervals. The first shall be submitted prior to discussions. The second interval's evaluation documentation shall be a revised version of the initial and submitted after conclusion of discussions. Discussions shall not commence and an award shall not occur without receipt of a business clearance for each interval.

PART 25 – FOREIGN ACQUISITION

SUBPART 25.3 – CONTRACTS PERFORMED OUTSIDE THE UNITED STATES

25.370 Contractors Performing Private Security in Contingency, Humanitarian, Peace, or Other Military Operations or Exercises. Contracting professionals shall comply with the DFARS 225.370 and ensure clause 252.225-7039 is included in all solicitations and contracts. This clause complies with policy mandated at [DoDI 3020.50](#).

SUBPART 25.73 – ACQUISITION FOR FOREIGN MILITARY SALES

25.730 Foreign Military Sales (FMS). For foreign military requirements and sales, alert the supported Army Command to coordinate with the Combatant Command (COCOM) J5 >Joint Staff (JS)>OSD>ATL>State. It is critical that these items that have effects on training, integration, surety, security, safety, force modification, foreign military sales / [Title 22](#) procurements, or the like, go through the correct procuring and program management office managing the particular FMS case. This also ensures all requirements and fiscal histories are tracked, and plans for sustainment and disposal are documented to establish the procuring entity's full responsibilities through post-award. Any exceptions to the aforementioned will be provided by the requiring activity's Property Book Officer, safety, G2/4/5/8, legal, and contemporaneously vetted through the ECC COD before a solicitation is issued. See also [DFARS 225.73](#).

SUBPART 25.74 -DEFENSE CONTRACTORS OUTSIDE THE UNITED STATES

25.740 Synchronized Predeployment and Operational Tracker-Enterprise Suite (SPOT-ES), Anti-Terrorism (AT), and Operations Security (OPSEC).

a. SPOT. This is the means which the DoD tracks contractors authorized to accompanying U.S. Armed Forces and an enterprise suite that complies with policy mandated by [DoDI 3020.41](#) through the Under Secretary of Defense (USD) Memo SPOT Phased Implementation 28 JAN 2008. Contracting professionals shall follow DFARS 225.7402-5 and [DFARS PGIs at 225.74](#). Solicitations and contracts will include clause 252.225-7040 for contracts with personnel authorized to accompanying the U.S. armed forces, and/or as applicable, contractor performance or delivery in a foreign country. The [DPAP](#) site provides a presentation and Portable Format Document (PDF) on the SPOT-ES, the enterprise suite of systems for tracking and reporting. User instruction of the internet based SPOT for Government and the contractors are found at [Business Transformation Agency SPOT](#). In short, a contracting officer awarding a contract action with contractor personnel authorized to accompany the force on the ground in a contingency, peace, or humanitarian operation, or, supporting e.g., an OCONUS

exercise operation (specifically for exercises, and for clarity on any other operations, contracting officers shall contact the SPOT PM office and the supported Combatant Command COCOM J1/4 for SPOT applicability) where they must do the following at [SPOT](#) :

- enter e.g., contingency contracts and/or task orders;
- enter contractor company data for the prime and subcontractors;
- enter contractor personnel supporting those contracts /orders;
- create deployments and letters of authorization; this culminates with the ability to

finally track contractors' personnel movements pre-deployment, in the area of operation, and returning. SPOT updating by the contractor and acknowledgement and maintenance by the contracting officer is required. See [DoDI 3020.41](#), Attachment 2, p.15. As of this writing, and until rescinded by the Office of the Assistant Secretary of Defense (OASD), PARCs will continue to provide the USCENTCOM SPOT-plus quarterly update, as applicable, at the Army link for this report found at the [CENTCOM Contracting Office EXTRANET SPOT](#). This manual report required by OASD will continue until the transition to an automated report is complete. Further, Contracting Officer Representative (CORs) should have a SPOT account with the role of "Government Authority". SPOT training, registration, and information are available at the [SPOT-ES](#) resource center. See also [DFARS 225.74](#) .

b. [AT/OPSEC](#). The Integrating Anti-Terrorism and Operations Security (OPSEC) into the Contracting Support Process will be integrated into all non-contingency and contingency contracting arrangements. The contracting team will ensure they are assuring compliance with [DASA\(P\) PARC Policy Alert #12-22 Integrating Antiterrorism \(AT\) and Operations Security \(OPSEC\) Contract Support Desk Reference](#), [DoD Instruction 2000.12, DoD Antiterrorism \(AT\) Program](#), [DoD 5205.02-M](#), and [AR 530-1](#). Contracting officers will ensure the following clauses or directive are included in contracting actions as prescribed and/or applicable: DFARS 252.239-7001 (for IA contractor workforce see DoDD 8570.01M), DFARS 252.225-7040 (contractor personnel accompanying the force outside the U.S.), Homeland Security Presidential Directive 12, DFARS 252.204-2, and understand intent and direction of [DFARS 225.74](#).

SUBPART 25.78 – ACQUISITIONS IN SUPPORT OF GEOGRAPHIC COMBATANT COMMAND'S THEATER SECURITY COOPERATION EFFORTS

25.7800 Other Than or In-conjunction-with Title 10 Operations.

a. [DoD Security Cooperation Procurement Responsibilities](#). Procurement support for theater security cooperation efforts e.g., post declared contingency operations or others are found at DFARS [PGI 225.78, Acquisitions in support of geographic combatant command's theater security cooperation efforts](#). DoD components are responsible for providing procurement and contracting support of theater security cooperation efforts conducted in support of the combatant commander/Chief of Mission. This includes military exercises/training, base operations, weapons procurement, aviation fuels and construction, and the President's Emergency Plan for Aids relief.

b. [DoD Planning and Execution of Procurements Supporting Security Cooperation](#). The DPAP Director issued a memorandum on 6 May 2011 regarding the planning and execution of such procurement support that references new DFARS PGI guidance at 207.105(b)(20)(F) and 225.78; and also forwards the recent Joint DoS-DoD Cable on Procurement Roles and Responsibilities – GSO and DoD Personnel. The memo is posted at:

http://www.acq.osd.mil/dpap/dars/pgi/docs/policy_docs/Procurement_Support_of_Theater_Security_Cooperation_Efforts.pdf. See the Army Contingency Acquisition Instruction (CAI) when published.

PART 28 – BONDS AND INSURANCE

SUBPART 28.3 – INSURANCE

28.305 Overseas workers' compensation and war-hazard insurance - Defense Base Act (DBA).

a. General. The DBA 42 U.S.C. § 1651, et seq. requires workers' compensation protection to civilian employees working outside the United States on U.S. military bases or under a contract with the U.S. Government for public works or for national defense. Federal law requires U.S. Government contractors and subcontractors to secure workers' compensation insurance for their employees working overseas. See [FAR 28.305](#) and at clauses [52.228-3](#) and [52.228-4](#) and [DBA](#) (US Department of Labor (DOL)). Further, the USACE issued a DBA insurance requirements contract for exclusive use by USACE and CENTCOM- JTSCC from which their contractors for DBA compliance will receive insurance from Continental Insurance Company. In 2011, USACE amended the insurance contract to include only 408th CSB issued awards. The contract information and procedures can be found at [U.S. Army Corps of Engineers admin of DBA insurance](#).

b. Requirement. DBA insurance is required for employees of contractors and their subcontractors at every tier unless the U.S. Department of Labor has granted a written country waiver (see FAR 28.305); the contractor or subcontractor has a DBA self-insurance program approved by DOL; or the contractor is a personal services contractor whose employees are covered by the Federal Employees Compensation Act.

c. Necessity. DBA Insurance is necessary to ensure contractor employees have workmen's compensation insurance in the event of an injury or fatality. Every effort must be taken to ensure contractor employees are covered by DBA insurance to avoid any situations where there is an injury or fatality and a contractor employee isn't covered.

d. Waivers. The DOL has waived the application of the DBA for performance of work in several locations/countries. These waivers apply only to employees other than U.S. Citizens, residents of the United States, or those hired in the United States under the following circumstances: employees to whom the waiver will apply will receive compensation benefits pursuant to the provisions of the home or host country workers' compensation laws, providing occupational injury and death benefits without exception, inclusive of war related injury and death. The employer must obtain and pay for such home or host country workers' compensation coverage for the waiver of DBA coverage to be valid to those employees. A waiver granted under these provisions will not be effective if the employer fails to obtain such local coverage.

PART 32 – CONTRACT FINANCING

SUBPART 32.70 – ELECTRONIC SUBMISSION AND PROCESSING OF PAYMENT REQUESTS AND RECEIVING REPORTS

32.7002 Policy - Receiving Reports. [DFARS 232.7002](#) allows for non-electronic receipt and acceptance of work and request for payment vice the common Wide Area Work Flow ([WAWF](#)) electronic receipt and acceptance under exception (a)(4) for deployed contracting officers in the course of military operations (exception(a)(2) was rescinded by [DPAP Memo 6 MAY 2011](#) for enduring awards to foreign vendors for work performed outside the U.S., by vendors under a contingency. Receipt and acceptance of supplies, services, or construction work, if authorized manually through DD250, DD1155, and SF1449 (under exception (a)(4), or as required routinely electronically in WAWF) shall be performed by an agency receiving Government Official. This shall be an official of the receiving (requiring) activity of the supply, service, or construction or an official designated by the receiving (requiring) activity separate and distinct from the procuring contracting office or other entity of the HCA. The force and effect of the aforementioned prevents the occurrence or appearance of the improper control or improper possession or use of property procured by the non-receiving (requiring) government activity.

PART 36 – CONSTRUCTION AND ARCHITECT -- ENGINEER CONTRACTS

SUBPART 36.6 – ARCHITECT-ENGINEER SERVICES

36.601 Policy. Task Orders for Architect-Engineer services shall be placed IAW [FAR 36.6](#), [DFARS 236.6](#), and AFARS 5136.600-90 and its corresponding regulatory supplements. Note that Architect-Engineer services fall under the ECC Special Interest areas addressed at Attachment 6, Section 2.

PART 37 – SERVICE CONTRACTING

SUBPART 37.5 – MANAGEMENT OVERSIGHT OF SERVICE CONTRACTS

37.590-7 Acquisition Strategy. Acquisition strategies are for service acquisitions as defined by [FAR 37.101](#) and are governed by [FAR 37.5](#), Management and Oversight of Service Contracts, corresponding regulatory supplements, and AR 70-13, 3-3, j. Contents of an acquisition strategy are identified at [AFARS 5137.590-7](#). See the [Interim Guidance for Management and Oversight of Army Service Acquisitions](#) from reference 24. in Attachment 8 before proceeding.

a. **Written Strategy.** Per [AFARS 5137.590-4, 6, and 7](#), a written acquisition strategy is required for service acquisitions with a total planned dollar value greater than the SAT.

b. **Integrated Acquisition Strategy and Plan.** Service acquisitions that equal or exceed \$50M for all years or \$25M for any single fiscal year and are below \$500M may integrate the acquisition strategy with a requisite acquisition plan into a combined acquisition plan/acquisition strategy. The document is available at ANNEX-AI-A-53-01_TEMPLATES. Though acquisition plans and acquisition strategies cover similar elements, the combined document must address their common elements and each of their unique elements. Service acquisitions \$500M or more must have a separate acquisition plan and acquisition strategy since their approval authority is external to ECC and the combined acquisition plan/acquisition strategy document is unique to both ECC and Mission and Installation Contracting Command (MICC).

c. Orders. Orders placed under [FAR Subpart 8.404](#), Use of Federal Supply Schedules (FSS), and FAR Subpart [16.505](#), Ordering. An Order, Delivery (supply) or Task (service), under a FSS schedule does not require a formal acquisition strategy; however, an informal strategy is required to address risks associated with the order (fair opportunity, Better Buying Power initiatives etc.). The informal strategy can be abbreviated. It will be accompanied by the D&F addressing the Proper Use of Non-DoD contracts as applicable. A Task Order issued against an IDIQ contract requires its own acquisition strategy, unless the original acquisition strategy of the basic contract already specifically addressed the follow-on order(s). Refer to the ordering guide of the basic contract for guidance regarding the extent of the basic contract's acquisition strategy or, if silent or not available, coordinate with the Administrative Contracting Officer (ACO) for clarification. The results of the coordination shall be recorded in the Task Order file with supporting documentation and the contracting officer shall proceed accordingly.

d. Review and Approval. The acquisition strategy or combined acquisition plan/acquisition strategy must be approved, in writing, by the approval authority identified at Attachment 6, Section 2, prior to issuance of the solicitation. Review and approval of an acquisition strategy is based on the estimated aggregate value of the procurement (base, all option periods, and cumulative estimated value of orders under indefinite-delivery contracts, and the effects of FAR Clause 52.217-8 Option to Extend Services value (up-to six months). See also Attachments 5 and 6.

(1) Acquisition Strategies for Services $\geq 10M < 250M$, upon PARC approval, will be copy-furnished to the COD contemporaneously as sent to the Army Senior Services Manager in the DASA(P) for that situational awareness review.

(2) Acquisition Strategies for Services $\geq 250M < 500M$ will be provided to the COD Policy Division as the staffing proponent for the HCA review. Policy will provide a complete HCA reviewed strategy to the Army Senior Services Manager for approval.

(3) Acquisition Strategies for Services $\geq 500M$ will be provided to the COD Policy Division as the staffing proponent for the HCA and ACC Director review. The instructions in e. below will be followed for the Army Services Strategy Panel.

e. Army Service Strategy Panel (ASSP). When specified as applicable, the acquisition strategy that must go before the Army Service Strategy Panel (ASSP) at DASA(P) and/or OSD, shall be submitted to the ECC COD two weeks before your contracting office's scheduled DASA(P) brief. The briefing slides shall accompany the documents identified at Attachment 5 for each acquisition strategy or combined acquisition plan/acquisition strategy. This includes: 1.) Acquisition Strategy (with the Market Research Report, and any D&Fs required) - no drafts; 2.) Sections L and M (if approval is OSD); 3.) Source Selection Plan; and 4.) Briefing slides. ASSP slides must provide a concise and thorough overview of the strategy. Once the ECC COD has reviewed within five days, you will submit the package to the ACC COD at MSC-ACQCTR@conus.army.mil and brief the ACC COD Director by VTC or in-person at least one week prior to the scheduled brief with DASA(P).

**PART 42 – CONTRACT ADMINISTRATION AND AUDIT SERVICES
SUBPART 42.15 – CONTRACTOR PERFORMANCE INFORMATION**

42.1500 Contractor Performance Assessment and Reporting System (CPARS). Contracting officers shall follow [AFARS 5142.15](#) and AFARS 5153.9001 COR appointment tenets, record keeping of performance in e.g., [DoD CPARS Policy Guide dated June 2011](#), and/or until the AFARS and DoD guide are updated. The guide update will include an Army attachment that will emphasize contracting's role in ensuring quality/timely Performance Assessment Reports (PAR) are input to [CPARS](#) IAW the guide by the requiring activity.

**PART 53 – FORMS
SUBPART 53.90 – STANDARD ARMY FORMATS.**

53.9000 General - Templates. Templates for document preparation, submission, review, and approval will be posted to the [ECC COD Policy SharePoint](#) to facilitate standardization of the ECC contracting operations. These items will be staffed with the same rigor as formal policy. The current top templates for reference and use are at ANNEX AI-A-53-01_TEMPLATES. All templates that are issued by the ECC HQ to ensure parity and standardization across the command, will be coordinated between the Field Support Division (FSD) and the Policy Division (PD), and approved by the COD Director prior to use. PARCs, RCCs, and RCOs are encouraged to contact the document owner of existing templates to recommend changes for the development of new ECC templates.

ATTACHMENTS

[Attachment 1 – RESPONSIBILITIES OF HEAD OF THE CONTRACTING ACTIVITY \(HCA\)](#)

[Attachment 2 – RESPONSIBILITIES OF OR DELEGABLE TO THE PRINCIPAL ASSISTANT RESPONSIBLE FOR CONTRACTING \(PARC\) AND NON-DELEGABLE PARC RESPONSIBILITIES](#)

[Attachment 3 – RESPONSIBILITIES OF AND DELEGABLE TO CHIEF OF THE CONTRACTING OFFICE \(COCO\)](#)

[Attachment 4 – RESPONSIBILITIES OF LEVEL ABOVE THE CONTRACTING OFFICER](#)

[Attachment 5 – REVIEW TABLES](#)

[Attachment 6 – TABLE OF APPROVAL/CLEARANCE AUTHORITIES AND THRESHOLDS](#)

[Attachment 7 – PROCUREMENT ACQUISITION LEAD TIME \(PALT\)](#)

[Attachment 8 – REFERENCES](#)

ANNEXES

[ANNEX - AI-A-08-01 CENTRALLY MANAGED SUPPLIES AND SERVICES AND NATO ACQUISITION AND CONTRACTING](#)

[ANNEX – AI-A-00-01 TEMPLATES](#)